



District of Columbia Army National Guard

Technician Announcement

Announcement Number: 05-731



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719	OPENING DATE: 23 March 05	CLOSING DATE: OUF
	Position Title, Series, Grade, Salary Range Auditor, R8996000 GS-0511-11 \$52,468 - \$68,209 GS-0511-09 \$43,365 - \$56,371	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: O: 44A, 45A, 92A, 53A; WO: 420A, 920A/B; E: 44, 71, 92A/Y/Z	
Position Location: USPFO, DCARNG 2001 East Capitol Street Washington, DC 20003-1719	Appointment Status <input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> Warrant Officer <input type="checkbox"/> Competitive	
AREA OF CONSIDERATION: TECHNICIAN: GROUP III (Individuals who possess the necessary qualifications for military membership in the DCARNG) Permanent Change of Station: Relocation expenses will not be paid to Technician		
Special Remarks: http://dcng.ngb.army.mil/		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents must be current. <u>No binders please.</u>		
<u>TECHNICIAN REQUIRED DOCUMENTS:</u> 1.) OF612 or SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: Debbie Cawley, Program Analyst can be reached at 202-685-9760 or DSN 325-9760.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, and resume). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Auditor, GS-0511-09/11, R8996000
Brief Description of Duties: Performs a variety of audit assignments of medium complexity that may or may not be precedent, but requires the knowledge of conventional and advanced auditing techniques in gathering and evaluating pertinent data. Studies a variety of background material and guidelines to gain program information and discover leads. Conducts entrance conferences with management officials at the audit site. Performs survey work to identify potential operating problems. Accomplishes audit steps by applying Comptroller General Standards and a wide range of audit techniques (interviews, computer assisted techniques, statistical analysis and questionnaires) in gathering, documenting and summarizing data. Drafts audit reports, which presents findings, identifying causative situations and recommending corrective action. Performs audit follow-up on agreed-to findings, recommendations and monetary benefits made during previous audits. Estimates resource requirements, establishes time controls for sub-objectives and obtains information required to properly plan the audit. Summarizes survey results, including reparation of audit lead sheets, to identify weaknesses. Prepares findings and reviews deficiencies identified by assigned auditors and analysts. Evaluates replies to tentative findings and recommendations. Performs other duties as assigned.
Qualifications: GS-11
Basic Requirements: A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. OR B. Combination of education and experience – at least 4 years of experience in accounting or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include <u>one</u> of the following: 1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or, 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15-semester hours, but that does not fully satisfy the 24-semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance of the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.
Specialized Experience: One (1) year equivalent to at least the GS-09 level experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.
Knowledge, Skills and Abilities (KSA's) Statements-GS-11 A. Knowledge of accounting and auditing concepts, practices, techniques and Comptroller General standards in order to perform audit assignments, using conventional and advanced audit techniques. B. Knowledge of applicable laws and NGB policy and regulations, to ensure that audit coverage is appropriate to meet established audit objectives. C. Skilled in developing reports, which identify operational problems and required corrective action.
QUALIFICATIONS: GS-9 Same requirements both basic and specialized as the GS-11 except they must have one (1) year equivalent at the GS-7 level

Current Unit assignment, MOS/SSI and Military grade must be included on application.
Incomplete application will not be considered for employment.